



## ***KENT COUNTY EMPLOYMENT OPPORTUNITY***

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Kent County Human Resources Department, County Administration Building,  
300 Monroe Avenue NW, Grand Rapids, MI 49503

Telephone: (616) 336-3513

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[www.accesskent.com/jobs](http://www.accesskent.com/jobs)

### **Case Management Manager**

**17<sup>th</sup> Circuit Court**

**180 Ottawa NW**

**\$62,389 to \$74,896, Full-time**

### ***Job Responsibilities***

The successful candidate will manage the case management processes of the Court, including scheduling and tracking cases; jury selection, notification and utilization; and appointing indigent counsel. Will provide direct supervision of professional and support staff. Will develop, establish, implement and modify operating policies and procedures in accordance with Michigan Court Rules and the policies and procedures of the 17<sup>th</sup> Judicial Circuit. Will administer the scheduling of cases and ensure proper case flow to maintain compliance with all statutory requirements. Will administer the selection, notification, utilization and compensation of jurors.

### ***Job Requirements***

Bachelor's degree in Public Administration, Legal Administration, Business Administration, Management or a related field and a minimum of six years of progressively responsible experience in legal administration, including at least four years of supervision. An equivalent combination of education and experience may be considered. Must possess a thorough working knowledge of Michigan Court Rules, SCAO requirements and other statutory and administrative rules and regulations with respect to Court processes and procedures. Thorough working knowledge of management/supervisory practices and procedures is required. Must be able to interact positively and professionally with judges, prosecutors, attorneys, law enforcement officers and others doing business with the Court.

**Candidates must submit a Kent County Application for Employment by April 25, 2014.**

***KENT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.***

***"Kent County...where diversity and inclusion matter"***